

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, October 12, 2004

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 12, 2004, with the following members present: Deanna Santema, Dennis Falken, Donald Larson, Mary Negstad, and Emil Klavetter. Also present: Stephanie Vogel, Kelly Bakken, Kristi Prunty, Ted Eggebraaten, Martin Stanwick, Rose Stee, Laurie Tangen, Mel Kloster, Wm. Mark Kratochvil, John Andrews, and Perry Miller.

CALL TO ORDER

Chairperson Santema called the meeting to order.

CONSENT AGENDA

Chairperson Santema declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the October 12, 2004 Commission Meeting, and the minutes from the October 5, 2004 Commission Meeting. Welfare Matters: Case # 04-119 for utilities for was approved; Case # 04-120 for utilities was denied. Travel/Education: Stephanie Vogel to go to Pierre, SD on November 17-18, 2004 to attend the Safety & Loss Control Training Conference. Martin Stanwick to go to Pierre, SD on October 27-29, 2004 to attend the South Dakota Sheriff's Fall Conference.

ROUTINE BUSINESS

Motion by Klavetter, seconded by Larson, to approve the following claims. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes. A&B Business, maintenance \$842.00; Allied Oil & Supply, tires \$6,430.97; Teresa Anderson, meals/registration \$107.00; Cyndi Ault, meals/payroll advance \$675.00; B&B Concrete, execution \$4,829.02; John Billion, CAA \$257.60; Boyer Ford Truck, parts \$45.32; Brookings Area Transit, qtrly payment \$8,125.00; Bkgs Area Chamber, registration \$44.00; Bkgs City, disposal fees/utilities/paragain equipment \$23,282.39; Bkgs Co Treasurer, postage \$74.00; Bkgs Co Zoning, petty cash \$44.17; Bkgs Register, publications/ads \$602.76; Bkgs Hospital, medical \$909.96; Brown & Saenger, ballot envelopes \$26.04; Denise Brown, payroll advance \$500.00; Brutty's Underground Sprinkler, sprinkler repair \$93.84; Vicki Buseth, meal/mileage \$56.92; Butler Machinery, service call \$224.00; Calhoon & Kratochvil, postage \$268.00; Carquest Auto, seal beam \$9.71; Cellular One, telephone \$108.46; Central Business Supply, supplies/maintenance \$956.96; Chemco Inc, laundry supplies \$402.16; Cook's Recycling, commercial service \$444.45; Dell Marketing, computers/software \$3,509.96; Donna Dietrich, MI hearings \$279.64; DWare, registration \$55.00; East Dakota Water, monthly water conserv \$576.33; Ecolab, fumigation \$47.50; Marv Ekeren, MI hearing \$30.00; Election Systems & Software, header cards \$1,610.97; Electronic Security, camera system \$5,353.90; Dennis Falken, meal/mileage \$42.12; Farm & Home Publishers, plat books \$274.00; Farmer's Coop, chemical \$6,085.57; Farmer's Imp & Irr, parts \$27.52; Fastenal Co, hardware \$9.40; Foerster Wholesale, paper/labels \$321.85; G&K Services, laundry service \$330.51; Graham Tire of Sioux Falls, tires \$284.60; Mark Halvorson, payroll advance \$500.00; Harold's Printing, complaint forms \$216.40; Patricia Hartsel, transcript \$26.60; Hillyard Inc, inmate supplies \$113.67; Huron Culvert & Tank, culverts \$5,478.00; Justin Hyde, CAA \$360.00; Hy-Vee Food Store, food \$15.47; IWI Lighting Spec, lights \$128.90; Inter-Lakes Community Action, support worker

\$629.00; ITC, database \$713.45; Jimmy Jay Productions, shipping costs \$11.13; Emil Klavetter, mileage \$84.16; Mel Kloster, meals/mileage/parking \$712.08; Dale Kneebone, payroll advance \$500.00; Doris Knutson, meals \$175.00; Nelva Kooistra, MI hearings \$30.00; L&L Parts, parts/filters \$130.14; Locaters & Supplies, safety glasses \$6.51; Lyle's Signs, signs \$203.65; ME McCann, CAA \$398.20; MCI, telephone \$251.79; M&T Inc, emergency equipment \$31,446.00; Martin's Oil, diesel fuel \$10,303.20; Mediacom, internet \$55.95; Mix Dry Cleaners, cleaning \$9.75; Moriarty Rentals, rent \$140.00; Mary Negstad, mileage \$102.40; Nancy Nelson, CAA \$298.80; NWPS, utilities \$103.40; Jody Odegard-Smith, CAA \$324.00; Office Systems, office supplies \$21.33; Olson & Johnson International, antennae \$19.51; Robert Olson, payroll advance \$500.00; Bella Opatz, payroll advance \$500.00; PMC, web hosting \$2,100.00; Physicians laboratory, autopsies \$1,200.00; Irene Pierce, meals/mileage/registration/battery \$260.74; Pizza Ranch, pizza \$81.40; Pomp's Tire Service, tires \$193.44; RFD News, publications \$917.45; Rainbow Car Wash, car washes \$33.39; Ramdell's Fertilizer, LP gas \$150.00; Reliance Telephone, phone cards \$1,000.00; Dept of Revenue, MV/birth & death fees/blood tests/nurses payment/admin fees \$211,857.49; Running's Big R, hardware/parts \$295.80; Deanna Santema, mileage/telephone \$478.81; SD Dept of Labor, unemployment \$1,316.36; SD Sheriff's Assoc, registration \$65.00; SDSU Workstudy, workstudy \$321.76; Service Electric Inc, repair \$35.70; Shephardson Hardware Hank, hardware \$13.82; Shepherd Reporting, MI hearing \$25.00; Sioux Falls Two Way Radio, maintenance contract \$405.00; Sioux Valley Wireless, utilities \$34.95; Sioux Falls Kenworth, truck box \$14,995.00; Slowey Court Reporting, MI hearings \$130.00; Smith Supplies, hardware \$43.90; Software Services, computer assistance \$812.50; Sprint, telephone \$34.53; State of SD, network access fees \$52.17; Rose Stee, meals/mileage/registration \$858.84; Sturdevant's Auto, parts \$100.14; Laurie Tangen, meals \$638.52; Krista Thompson, payroll advance \$500.00; Vandiest Supply, chemical \$648.00; Viking Office Products, office products \$79.60; Barry Vlasman, CAA \$1,295.49; Wagner Real Estate, inspection fees \$1,700.00; Wal-Mart, office supplies \$114.81; West Group, law books \$1,020.30; City of White, utilities \$108.26; Willmott Gravel, rocks \$32.40; Xerox, copier maintenance \$222.92; Yankton Co Sheriff, service fees \$33.00; Juror/Witness Fees: Chrintine Bruinsma \$58.96; Verna Flippin \$52.56; Shirley Lathrop \$55.12; James Mannerud \$56.40; Bryce Olson \$63.44; Elwyn Roach \$50.64; Paul Sahr \$50.64; Margaret Siegel \$22.56; Virginia Weeks \$50.00.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, the Auditor's Account with the Treasurer for the month of September 2004 is as follows:

September 2004	
Total amount of deposits in banks.....	\$5,748,949.93
Total amount of actual cash: Currency.....	6,664.00
Coins.....	68.52
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days.....	52,792.17
Itemized list of all items, checks, and drafts in Treasurer's possession over 3 days...	0
Insufficient checks.....	223.03
T O T A L	<u>\$5,808,697.65</u>

Commission Assistant/Personnel Director, Stephanie Vogel met with the board to discuss Personnel Matters. Be it noted, the board approved the Routine Personnel Action Notice for Bella Opatz Petersen.

Motion by Klavetter, seconded by Negstad, to table action on the Request to Fill Vacancy for the Full Time Male Correctional Officer position. The motion and the second were withdrawn.

Motion by Falken, seconded by Negstad, to approve and authorize Chairperson Santema to sign the Request to Fill Vacancy for the Full Time Male Correctional Officer position. Roll Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye," Motion passes.

Vogel presented the Job Description for the Geographic Information Systems Coordinator. The consensus of the Board was to internally post the position until, Tuesday, October 19, 2004.

Be it noted, Vogel presented the three appraisals for the Built in Countertop located at the Director of Equalization Office. The appraisals were as follows: Brian Hanson Construction of Brookings, SD \$350.00; Brian D. Dykstra of Brookings, SD \$468.00; and Dean Bartels with Bartels Construction of Brookings, SD \$125.00. Since all bids were under \$500.00 bidding is not necessary, and Brookings County can accept any dollar amount for the Surplus Property.

Commission Assistant/Personnel Director, Stephanie Vogel met with the board to discuss the SDACC Resolutions, janitorial services and rental space in the 1921 Building, the State Association meeting, First District Sioux Valley Commission meeting schedule, and the 911 Project Coordinator position.

Be it noted, the consensus of the board to endorse continued support of the 911 Project Coordinator position.

Motion by Falken, seconded by Negstad, to approve the following Automatic Supplement for unanticipated expenses incurred and reimbursement made to Brookings County. Department: Emergency Management; Amount: \$8,655.46; Reason: Program funding for DOJ/OJP Equipment - 2003 Part II Grant; Receipt # 89139; Line #22600X4296222. Roll Call Vote: Falken "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion passes.

Commissioner Larson updated the board on his appointment as the NACO Member Services Rural Development Chairperson.

REGULAR BUSINESS

Highway Superintendent, Ted Eggebraaten met with the board to discuss the 1921 Building Parking Lot project. Motion by Falken, seconded by Negstad, to approve the final payment to Bowes Construction, Inc. of Brookings, SD in the amount of \$127,545.42; as the 1921 Building Parking Lot project is complete. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye," Santema "Aye." Motion passes.

Be it noted, it was the consensus of the board to send a bill from Brookings County to Mills Construction of Brookings, SD for \$2,624.84 for their portion of the project expense.

Eggebraaten updated the board on the County Road # 23 project and presented Resolution # 04-46 for approval.

Motion by Klavetter, seconded by Falken, to approve and authorize Chairperson Santema to sign Resolution # 04-46, a County Federal Aid Surface Transportation Program Withdrawal Resolution. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes.

Resolution # 04-46

COUNTY FEDERAL AID SURFACE TRANSPORTATION PROGRAM RESOLUTION

WHEREAS, the Brookings County Board of County Commissioners desire the withdrawal from the construction program of the project hereinafter described:

LOCATION AND LENGTH: Str. # 06-180-221 located 1.0 mi. E and 6.1 mi. S of Brookings over Medary Creek, known as BRO 8006(38), PCN 5734

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is authorized and requested to withdraw from the construction program that project described above.

Vote of Commissioners: Yes ~ 5, No ~ 0

Dated at Brookings, SD, this 12th day of October, 2004.

Deanna L. Santema
Chairman

ATTEST:

Janet K. Willmott
County Auditor

Eggebraaten met with the board to discuss the Consultant Selection Request for the FY 2007 Emergency Bridge Projects. Be it noted, the board authorized Eggebraaten to use Banner Associates, Inc. of Brookings, SD to provide the bridge design services for the FY 2007 Emergency Bridge Projects.

Extension Educators, Rose Stee, and Laurie Tangen, and Mel Kloster met with the board to deliver the Extension Report.

EXECUTIVE SESSION

Motion by Negstad, seconded by Klavetter, to go into executive session at 10:00am. Roll Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye." Motion passes. Chairperson Santema declared executive session over at 11:21am. Reason - Personnel and Legal Matters. No action at this time.

REGULAR BUSINESS

Mel Thorne met with the board to discuss his donation of solar panels.

COMMISSIONER'S OPEN DISCUSSION

Commissioner Falken reported on the Workers Compensation meeting and the County Pot Luck.

Commissioner Klavetter reported on the County Pot Luck, the Planning and Zoning Meeting, the Health Board Meeting, and the Computer Training.

Commissioner Negstad reported on the County Pot Luck.

Commissioner Larson reported on the Government Affairs Meeting, and the Research Park Meeting.

Commissioner Santema reported on the County Pot Luck, the 211 Meeting, and the Computer Training.

ADJOURNMENT

Chairperson Santema declared the meeting adjourned until 8:30am Tuesday, October 19, 2004.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans With Disabilities Act.

Kelly Bakken
Deputy Auditor
Brookings County Auditor's Office